

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Finance, Economic Planning and Development
- Post:** Financial Operations Officer/Senior Financial Operations Officer
- Salary:** Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 (01 053 078)
- Effective Date:** 19 June 2024
- Qualifications:**
- A. By selection from among officers in the grades of –
- (i) Assistant Financial Operations Officer who reckon at least four years' service in a substantive capacity in the grade;
- AND**
- (ii) Office Management Assistant in post as at 13 October 2021 who reckon at least four years' service in a substantive capacity in the grade.
- B. Candidates should –
- (a) have a good knowledge of policies, rules and regulations relating to the management of financial operations in the Public Service;
- (b) possess good interpersonal and communication skills; and
- (c) possess good analytical and problem-solving skills.

**NOTE 1**

Office Management Assistants will be required to take part in a written competitive examination conducted by the Public Service Commission designed to assess –

- (a) their knowledge of general procedures pertaining to financial operations and principles governing finance including basic principles in Procurement and Supply, Internal Control and Internal Audit and any other relevant financial laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for financial work.

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**CERTIFIED CORRECT**

*B. D. Nundloll*

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**B. D. Nundloll (Mrs)**  
*for Secretary for Public Service*

**19 June 2024**

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**NOTE 2**

Financial Operations Officer/Senior Financial Operations Officers will be required to follow successfully an approved course leading to a diploma in Public Sector Financial Management or Financial Management with specialisation in Public Finance or Accountancy or Finance from a recognised institution to be eligible for consideration for promotion as Principal Financial Operations Officer.

**NOTE 3**

Financial Operations Officer/Senior Financial Operations Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Ministry, to make them conversant with the latest developments in the financial, IT and accounting fields relevant to their duties.

**Duties:**

1. To assist and provide guidance on matters related to financial operations.
2. To ensure that –
  - (a) financial, procurement and other relevant legislation and regulations are understood, correctly applied and fully complied with;
  - (b) accounting arrangements at the Ministry/Department are properly done with a view to guard against irregularity and fraud;
  - (c) collection and accounting of revenue are carried out promptly; and
  - (d) financial operations are carried out in accordance with the provisions of the Financial Management Kit, Financial Instructions and other applicable legislations and regulations and to report cases of non-compliance and misinterpretation thereof to the Accounting Officer/Supervising Officer and the Director, Financial Operations and recommend corrective action.
3. To prepare and assist in the preparation of the Budget Estimates and Budget briefs for the Committee of Supply, as may be required.

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4. To investigate into cases of complaints, fraud and irregularities and report thereon to the Accounting Officer/Supervising Officer and the Director, Financial Operations.
5. To perform duties related to the Pay As You Earn, Tax Deduction at Source, National Savings Fund, Social Contributions and other taxation and contribution schemes.
6. To keep proper, complete and up-to-date records of all financial transactions.
7. To operate the Treasury Accounting System and other accounting, reporting and revenue collection software.
8. To operate the e-Payroll System, run, analyse, validate variations and other payrolls reports and ensure e-archiving of the e-Payroll documents.
9. To effect payments promptly and ensure that all supporting documents are properly kept and available for verification by Internal Control Officers, Auditors and other Investigators.
10. To manage below-the-line accounts and submit reconciliation reports of Advances and Deposits to relevant stakeholders as per requirement.
11. To ensure that disbursement of grants and transfers to eligible entities are made in compliance with the relevant Financial Instructions.
12. To attend to audit queries on financial issues, provide materials for reply and take corrective measures as recommended.
13. To prepare and submit to management, financial monitoring status report, as and when required.
14. To identify and record expenditures in line with requirement of International Public Sector Accounting Standards (IPSAS) and Accrual Based Accounting.
15. To prepare and input Budget Forecast and Weekly Cash Flow Forecast in Treasury Accounting System.

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16. To prepare and submit Accounting Returns to the Accountant-General for the preparation of the Financial Statements of Government in line with statutory requirements.
17. To monitor the work of subordinate staff and provide on-the-job training, as may be required.
18. To provide financial information for the preparation of the Strategic Plan and Annual Performance Report of the Ministry/Department.
19. When in charge of the Finance Section of a Department or Finance Unit of a Ministry/Department, to be additionally responsible to the Accounting Officer/Supervising Officer, for the sound financial operations and management of the Section/Unit and for the following –
  - (a) to liaise with the Director, Financial Operations on matters requiring major policy decisions on financial operations and management and review of adequacy and effectiveness of existing financial management systems and procedures;
  - (b) to supervise all fields of financial operations;
  - (c) to identify and put in place best practices in financial operations following consultation with the Director, Financial Operations; and
  - (d) to inquire into causes of potential problem in financial operations, analyse and set up a corrective mechanism after consultation with the Accounting Officer/Supervising Officer and the Director, Financial Operations.
20. To use ICT in the performance of his duties.
21. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Financial Operations Officer/Senior Financial Operations Officer in the roles ascribed to him.

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**Note**

1. Financial Operations Officer/Senior Financial Operations Officers may be required to serve on a tour of service in Rodrigues.
2. Financial Operations Officer/Senior Financial Operations Officers should be fully acquainted with departmental policies, programmes, legislations, rules, regulations, taxation policies and have knowledge of human resource matters, procurement and supply policies.



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